

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 2/14/12	(3) CONTACT/PHONE Kami Griffin, Assistant Director / 805-781-5708	
(4) SUBJECT Report on Department of Planning and Building Priorities			
(5) RECOMMENDED ACTION It is recommended that the Board provide direction regarding any changes to the Department priorities as set by the Department.			
(6) FUNDING SOURCE(S) N/A	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input checked="" type="checkbox"/> Board Business			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: 9-2-08 / 10-14-08 / 11-25-08 / 1-20-09 / 2-17-09 / 9-8-09 / 1-19-10 / 8-3-10 / 11-2-10 / 1-18-11 / 3-29-11 / 6-7-11 / 10-11-11	
(18) ADMINISTRATIVE OFFICE REVIEW 			
(19) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Kami Griffin, Assistant Director

VIA: Jason Giffen, Director

DATE: 2/14/12

SUBJECT: Report on Department of Planning and Building Priorities

RECOMMENDATION

It is recommended that the Board provide direction regarding any changes to the Department priorities as set by the Department.

DISCUSSION

Background

Beginning in October of 2008, the Department of Planning and Building has been providing reports to the Board of Supervisors on Department workload and priorities. On October 11, 2011, the Department presented the latest comprehensive priority and workload update to the Board.

Four Guiding Department Priorities

As part of past actions, the Board has established the following guiding priorities for the Department.

- (1) Paying customers are not adversely affected;
- (2) Mandates are accomplished;
- (3) That the department should focus on those items that forward the goals of AB 32 and SB 375; and
- (4) That the department should focus on those items that forward the goals and the implementation of a County Economic Strategy.

The Department will use these policies during preparation of the budget for fiscal year 12-13 and also use these policies to determine which projects are a part of the Department's "Top10" list.

Attached Tables - Department Work Priorities

The attached tables have been updated and reflect both the priorities as set forth by your Board and the adopted FY11-12 budget (See Exhibit A for additional information). The highlighted items in the tables note the "Top 10" priorities. The tables also note where a project or program is an implementation measure identified in an adopted General Plan Element. The tables reflect additional business operation and technical support priorities that are needed to provide improvements to customer service and to increase County operational effectiveness, such as the Integrated Document Management (IDM) System and conversion of microfiche to scanned documents. Table 4 includes all programs from the County's general plan, Table 4 now includes programs from the Agriculture, Housing and Conservation/Open Space Elements, and the Strategic Growth Policies adopted in the Land Use Element. In addition, a column was added to the tables to note which of the four guiding priorities apply, if any. For a summary of the content included in Tables 1 – 4, refer to Exhibit A.

Status of Top 10 Priorities

The Department maintains an active "Top 10" list of priorities. On October 11, 2011, the list of priorities was presented to the Board and updated. As part of that action, your Board added amendments that would expand allowed uses in the agricultural processing land use definition, specifically, olive oil processing to Table 3 (but not to the Top 10 list). In addition, both the Shandon Community Plan and the Events amendments (which are on the Top 10 list), that were expected to be completed by this report, have not yet been acted on and further staff work is needed before action can occur.

The current "Top 10" list and status is as follows:

Current Top 10 Priorities

- **Implement permit streamlining measures and incentives for projects in alignment with Board priorities and in collaboration with a Streamlining Committee.**
Status: Complete. Two Process Improvement Committees (PICs) were established. Meetings were held with both PICs through April 2011. The results and an accompanying implementation plan were completed and presented to the Board of Supervisors in June 2011. Implementation of all recommendations have been completed, with on going monitoring and control measures in place. This priority is complete and is recommended for removal from the Top 10 list.
- **Adopt and begin implementation of the EnergyWise (Climate Action) Plan.**
Status: Complete. The Board approved the EnergyWise plan on November 22, 2011. Initial implementation priorities will be presented to the Board on February 14, 2012, the same date as this report. This priority is complete and is recommended for removal from the Top 10 list.
- **Adopt and begin implementation of the Economic Strategic Plan in collaboration with the Economic Vitality Corporation.**
Status: Complete. The Economic Vitality Corporation has completed the strategy and it became available to the public on November 5, 2010. This priority is complete and is recommended for removal from the Top 10 list. On June 7, 2011 the Administrative Office and the Department presented an update on various economic initiatives that either directly or indirectly support implementation of the Economic Strategic Plan. The Board of Supervisors authorized a companion update to the County Economic Element of the General Plan on September 6, 2011.
- **Prepare ordinance amendments to implement a Planned Development Ordinance.**
Status: In Progress. Preparation of the draft ordinance is underway, with working meetings between County staff and stakeholders continuing. A draft of the ordinance is scheduled to be released spring 2012.
- **Prepare general plan and ordinance amendments to modify agricultural cluster subdivision policies and standards.**
Status: In Progress. Draft amendments are prepared and out for public review. The Draft Environmental Impact Report, which was prepared entirely in-house, was released for public review on September 2, 2011 and the public comment period closed on October 17, 2011. A portion of the DEIR was recirculated for public review. This period will close on February 2, 2012. Public hearings are scheduled to begin in spring 2012.
- **Prepare the Public Review Draft of the Land Use and Circulation Element (LUCE) update and Environmental Impact Report.**
Status: In Progress. Plan preparation is underway. A public outreach program, including stakeholder interviews, started in 2010 and continued in 2011. On March 29, 2011, the Board directed staff to undertake a two phased approach to the LUCE. Phase I will consist of a consolidation and reorganization of the Land Use Element and Land Use Ordinance to streamline it and make it user-friendly, along with preparation of countywide viewshed standards. A draft version of those items is planned for 2012. Phase II of the update to the LUCE will focus on rural policies, programs and standards, and is planned to begin in late 2012 / early 2013.

- **Complete the draft Los Osos Habitat Conservation Plan - Begin Fish and Wildlife agency review.**
Status: In Progress. Consultation between agencies and County staff is occurring. Phase I includes the agency review draft plan is scheduled to be completed by winter 2012. Phase II includes public review of the draft plan is scheduled to be completed by winter 2012/2013.
- **Adopt ordinance amendments regarding Special Events.**
Status: In Progress. On July 28, 2011, the Planning Commission recommended specific amendments to the Board of Supervisors relative to special events. The Board considered the Planning Commission's recommendation on October 4, 2011 and continued the item off calendar to have staff work with the "Uniquely SLO" business cluster. In addition, the Board directed that staff should begin to work on an amendment dealing with Olive Oil Processing.
- **Update the Shandon Community Plan.**
Status: In Progress. A Public Hearing Draft Community Plan and a Final EIR have been released. The Planning Commission held public hearings from March continuing through September 2011, with a final recommendation occurring in September. Board hearings began in November 2011 and were continued off calendar to allow staff time to meet with the community members and incorporate additional information in the plan. It is anticipated that the plan will be ready for further Board consideration in spring 2012.
- **Prepare ordinance amendments to implement the Paso Robles Groundwater Basin Resource Capacity Study (RCS).**
Status: In progress. The public outreach web page is up on the Department's website. The first edition of the newsletter was mailed to 6,140 addresses in the basin on May 26, 2011. The direct mailing was followed by two public meetings in June 2010. Planning, Public Works and Public Health staff hosted the two events. Draft ideas for ordinance and plan amendments called a "program outline" were sent out to stakeholders and posted on the Department's web site in August 2011. Staff has worked with the Water Resource Advisory Committee (WRAC) to fashion draft ordinances. Draft ordinances, plan amendments and associated environmental documents will be completed in winter/spring 2012 with public hearings to start later in 2012.

As noted above, three of the items on the current top 10 priority list have been completed. On October 11, 2011, the Board directed that the ordinance amendments to implement the Paso Robles Groundwater Basin Resource Capacity Study be placed on the Department's Top 10 priority list and it was added. Also, the Board directed that the update of the Economic Element of the general plan be added at the completion of Economic Strategy and directed the Department to place priority on completion of the Planned Development Ordinance and the reorganization of the Land Use and Circulation Element.

To that end, the following three items will be added to the Top 10 list. This includes the Economic Element update and two items that will be prepared by consultants using grant funding. Using grant funding to complete these items will allow Department staff to focus on the remaining items on the Top 10 list.

New Additions to the Top 10 Priorities

- **Prepare an update to the Economic Element of the General Plan.**
Status: In progress. The Board of Supervisors authorized an update to the County Economic Element of the General Plan on September 6, 2011. A first meeting with a group of business clusters was held to review the existing policies in the element. A second meeting is scheduled to occur in mid February 2012. After that meeting, a public review draft of the Economic Element and environmental review will be completed. As a part of the public review, the proposal will be referred to a variety of stakeholder groups for input. The first Planning Commission hearing is tentatively scheduled to take place in Spring 2012.

- **Prepare ordinance amendments to revise standards to encourage in-fill development**
Status: In progress. The Department received a grant to complete amendments that would evaluate existing provisions in the Real Property Division Ordinance (Title 21), Land Use Ordinance (Title 22) and Coastal Land Use Ordinance (Title 23) which make it difficult to develop on in-fill sites in urban areas in compliance with the County's strategic growth policies. A Request for Proposal process was completed and a consultant chosen. Drafts of these amendments should be available by Spring of 2013.
- **Prepare a 'Complete Communities' survey**
Status: In progress. The Department received a grant to complete a community infrastructure needs assessment for the communities of San Miguel, Nipomo, Oceano, and Templeton. This survey should be complete by Fall 2012.

Summary

The attached tables illustrate that the Department has a large number of programs being worked on in addition to many complicated permit applications. The four guiding priorities established by your Board are directing how the Department is prioritizing completion of these programs and permit applications. Timing of completion is based on the availability of staff resources, the need to complete mandated programs and continuing to provide responsive service to our customers who are processing applications for permits.

If the Board directs the Department to take on additional tasks, programs or implementation of policies prior to the items on the Tables 1-3 being completed, we will need to reevaluate our ability to complete the items within the timeframes outlined and this will very likely lead to deferment of the programs and projects listed. For example, if implementation of the EnergyWise Plan which is now on Table 4 to be started in FY13/14 as the Department has resources available to complete the work, is moved up, this will impact the Department's ability to accomplish the items on the Top 10 list, as well as other items on Tables 1-3.

In addition, on March 29, 2011 your Board authorized slowing for six months to one year, the processing of a number of items on the Tables. We are beyond the six month time frame and have begun to work on some of these items. For example, the Department is beginning work on the San Miguel Community Plan (one of the items authorized to be postponed), and will add this plan to the Top 10 list when the Shandon Community Plan is complete. The in-fill ordinance amendments described above were also postponed and based on receiving a grant to assist staff in their preparation, are again active. These postponed items would be worked on as staff becomes available, in advance of bringing items forward from Table 4.

Currently the Department estimates that in order to complete the revenue generating items on Table 1, 33 FTEs (full time equivalent) are needed. The mandated and budgeted programs on Tables 2 and 3 require an approximate additional 57.25 FTEs. The Department currently has 89.25 FTEs on the Position Allocation List (PAL) and at this time, five of these positions are vacant. Any change to the number of FTEs on the Department PAL would affect the ability to complete the programs that are currently budgeted, as well as, the Department's ability to take on any additional work.

The Planning and Building Department will continue to provide updates to your Board relative to the Department's priorities and progress towards completion of our assigned workload.

OTHER AGENCY INVOLVEMENT/IMPACT

The Department regularly coordinates with County Counsel, Public Works, County Parks, Agricultural Department, Environmental Health, Air Pollution Control District, Local Agency Formation Commission, San Luis Obispo Council of Governments, Airport Land Use Commission, Cal Trans, Cal Fire, and California Coastal Commission. Continued collaboration and coordination between these agencies and others will occur as the Department strives to continuously improve.

FINANCIAL CONSIDERATIONS

Completion of programs that are not revenue-offset requires general fund support. The level of general fund support is determined each fiscal year through the Department's approved budget. The adopted budget for fiscal year 11-12, revenues were shown at \$5,081,809, expenditures at \$11,118,152 and general fund support at \$6,036,344.

RESULTS

The discussion with the Board will provide more clarity about the overall workload, priority of workload items and specific programs for the Department to focus on in fiscal year 11-12 and fiscal year 12-13, consistent with the countywide goal of a Well-Governed Community.

ATTACHMENTS

1. Exhibit A - Description of Tables 1 - 4
2. Exhibit B - Tables 1, 2, 3 and 4
3. Exhibit C - Major Development Projects in Process